

Summer Agriculture Program – Final Report

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You will not be required to file a separate Summer Agriculture Program Final Report. If you have recorded your summer activities correctly in the Agricultural Experience Tracker (AET) program, the report is already complete and the numbers will tell you if you have an approved program that will be fully funded.

To access the information that will be used to determine if your summer program will be approved, follow these directions:

1. Open AET to the “Teacher Dashboard” for your program.
2. Open “Reports”.
3. Open “Program and Teacher Reports” in the “Program Reports” box.
4. Select “Teacher Journal Report” from the menu.
5. Enter the required information to generate the report.

Teacher Journal Report Detailed Summary of Extended Contract Days and Work Detail

START Date:	END Date:	Teacher:	Activity Type:
<input type="text" value="5/27/2013"/>	<input type="text" value="8/31/2013"/>	<input type="text" value="(All)"/>	<input type="text" value="(All)"/>
<input checked="" type="checkbox"/> Include Student Supervision Details			
Or, Choose a Contract Period: <input type="text"/>			

- a. Start Date; Use the start date for your Summer Agriculture Program.
- b. End Date; Use the end date for your Summer Agriculture Program or August 31, 2013. There may be exceptions for a later date. These exceptions will be approved on a case by case basis.
- c. Teacher; In a multi-teacher department you will need to select your name so that the report provides only your information.
- d. Activity Type; Select (All) and make sure that the “Include Student Supervision Details” box is checked.
- e. Run Report

These numbers indicate a full Summer Agriculture Program:

1. The report numbers you will be looking for are in the “Journal Hours Summary” box which is at the top of the report.

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Journal Hours Summary

Journal Type	In-Contract Hours	Extended Contract Hours	Miles Traveled	Number of Students
SAE Visit	0	205	688	121
Professional Development	0	76	93	0
Teacher In-Service	0	4	0	0
Classroom Activities	0	11	77	0
FFA Activities/Meetings	0	69	132	60
FFA Competitions	0	4	8	1
Equipment Maintenance	0	80	230	0
Other Programs	0	6	18	0
Total	0	453	1,245	182

2. Final Report Numbers:

- a. On the “SAE Visit” line the number in the “Number of Students” column must be equal to or greater than 70. This number represents the two required on-site visits for each of the 35 students. (Board Rule R277-911-11-B(6) visit the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students.)
 - b. On the “SAE Visit” line the number of hours in the “In-Contract Hours” column plus the “Extended Contract Hours” column should be the largest number in the column. The purpose of the Summer Agriculture Program is to supervise students and their supervised agricultural experience program. This activity should make up the bulk of the summer hours
 - c. On the “Total” line the number in the “In-contract Hours” column plus the number in the “Extended Contract Hours” column must be equal to or greater than 360 hours. (The column you used to report the hours is not as important as the fact that you have a total of 360 or more hours.)
 - d. On the “Total” line the number in the “Number of Students” column must be equal to or greater than 140. This number represents the average of four on-site visits for each of the 35 students. (Board Rule R277-911-11-B(6) visit the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students.
3. Journal entries will also be reviewed. Remember that this is your opportunity to communicate to your administrators the importance of the SAE program and how well your students are doing.
 4. Please review your own AET report making sure that you have 35 students and 360 hours recorded. Programs reporting fewer than 35 students and fewer than 360 hours will not be approved as a fully funded program.